



## Online Settlement Tool

### 1. What is the Online Settlement Tool?

The Online Settlement Tool is an optional feature within AAA WebFile® that allows parties and/or representatives the ability to engage in online settlement negotiations.

### 2. How do I access the tool?

To access the tool, navigate to AAA WebFile located on the American Arbitration Association® homepage at [www.adr.org](http://www.adr.org) and click on “My Account”. Follow the login instructions. If you do not already have an account, please contact your case administrator.

Next, you may click on either “My Cases” within the sidebar on the left or click on “View My Cases” located on the main screen. To locate the case, use the search features at the top of the case grid. Once you have located the case, click on the associated case number to be directed to the case record. The Online Settlement Tool is located on the right-hand side of the case record and is titled “Make Settlement Offer”.

### 3. How does it work?

The tool provides parties with an opportunity to submit offers and counteroffers, as well as the ability to reject or accept these offers. Parties may elect to submit either a lump sum or itemized offer. There is also a comments section where a party can include specific and additional terms of the offer.

### 4. Will I receive notice of an offer, counteroffer, acceptance or declination?

Yes. An email notification will be sent advising of an offer, counteroffer, acceptance or declination.

### 5. Can I retract an offer or counteroffer?

Yes. An offer or counteroffer may be retracted at any time prior to an acceptance or declination.

### 6. Is the tool mandatory?

No. Parties are free to use any method most convenient to engage in settlement negotiations.

### 7. Will the arbitrator and/or the AAA® have access to the settlement communications?

No. Neither the arbitrator nor the AAA will have access to the communications. The AAA, however, will receive an email notification that an offer or counteroffer has been accepted.



**8. Do we still need to contact the AAA to provide notice of the settlement?**

If an arbitrator has been appointed to the case, the parties must contact the case administrator to advise how arbitrator compensation should be allocated amongst the parties.

**9. Can I extend the amount of time for the other side to accept my offer/counteroffer?**

Yes. For guidance on how to extend an offer, please see the Online Settlement Tool Guide located on the Minnesota No-Fault website at [www.adr.org/mnnofault](http://www.adr.org/mnnofault).

**10. Can I make more than one offer on a case?**

You can make multiple offers throughout the life of a case; however, you cannot make multiple offers and/or counter offers while another is still pending.

**11. Can I view previous negotiations?**

Yes. All previous negotiations are available within the case record under “View Offer History”.

**12. There are more than two parties on my case. Can I use the tool for my case?**

No. The tool is designed to only be used by two-party cases.

**13. I accepted an offer in error. What should I do?**

Contact your case administrator as soon as possible. Also, contact the other party to let them know you accepted the offer in error.

For a step-by-step guide, please see the **Online Settlement Tool Guide** located on the Minnesota No-Fault website at [www.adr.org/mnnofault](http://www.adr.org/mnnofault).